

Independent Communications Committee

Ms Kerri Hartland
Secretary
Department of Jobs and Small Business
GPO Box 9880
Canberra ACT 2601

Dear Ms Hartland

COMPLIANCE ADVICE ON THE PROPOSED SMALL BUSINESS CAMPAIGN

The Independent Communications Committee (the Committee) considers proposed advertising campaigns with expenditure expected to be \$250,000 or more, and provides independent advice to the relevant Chief Executive.

On 18 December 2018 and 23 January 2019, the Committee considered the Small Business campaign being developed by the Department of Jobs and Small Business. As part of its consideration of this campaign, the Committee met with your officers and reviewed the following supporting documentation:

1. communication strategy
2. developmental communications research
3. draft media strategy and indicative media plan overview
4. a statement against Principles 1 to 4 of the *Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities* (Guidelines).

The Committee is satisfied that the campaign is relevant to government responsibilities (Principle 1), and that the campaign is being developed in line with Principles 2 to 4 of the Guidelines. The Committee's view has been formed at the communication strategy stage, and it has not considered the advertising materials which have yet to be developed. For this reason, the Committee has concluded that the proposed Small Business campaign is capable of complying with Principles 1 to 4 of the Guidelines.

As legal and procurement matters relating to the campaign are not considered by this Committee, you will need to seek advice and assurance from your entity with respect to compliance with Principle 5 of the Guidelines.

This letter will be published on the Department of Finance website after the campaign is launched.

Any additional phases of the campaign will require separate consideration by the Committee.

Yours sincerely



Greg Williams
Chair
Independent Communications Committee

23 January 2019